



## Accounts Payable Specialist

**Department:** Accounting

**EEO Code:** 26

**Class Code:** 1144

**FLSA:** N

**Effective:** 01/07/1991

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of routine difficulty reviewing and processing invoices for payment; and performs other work as required.

Examples of work (illustrative only):

### **SPECIFIC STATEMENT OF DUTIES:**

Reviews invoices for authorized signatures and account codes and matches them with appropriate purchase orders; prepares batches and batch control sheets; inputs data into the Accounts Payable system; verifies payment information for departments and vendors as requested; reviews purchasing procedures for items to ensure proper compliance; assists in the maintenance of department's paid invoice files; performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Knowledge of County's purchasing procedures. Considerable skill in data entry; ability to prioritize work to meet deadlines; in interpreting policies.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Core curriculum for a high school diploma and one (1) year experience in a clerical capacity; or and equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.